

ORGANIZATIONAL HEALTH
Wellness Seminar
CATALOGUE



*Strengthening the health
of people and organizations*

Shepell·fgi™

work. health. life.

Shepell-fgi's Organizational Health services take an advanced approach to workplace interventions and skills development and are delivered to support your organization's health and productivity.

The services address highly critical workplace issues such as workplace violence prevention, stress, trauma and change, among many others. These issues affect groups of employees and, if left unresolved, have a significant detrimental effect on your organization's ability to achieve its desired business results.

Organizational Health services will help you:

- Create awareness of issues that affect health and productivity
- Provide skills development to your employees and people leaders
- Link with your Human Resources policy and practice in areas such as performance management, conflict resolution, employee relations, diversity, harassment, and substance abuse
- Respond to organizational needs through on-site interventions

Improve Employee Effectiveness and Morale

Our Organizational Health services are available as stand-alone services but are most effective when delivered as part of an integrated workplace wellness strategy. We understand that every organization is different and will consult with you to uncover the Organizational Health services that are right for you.

Shepell-fgi's Organizational Health services address leading factors that contribute to employee health and productivity:

- 1 **WELLNESS SEMINARS** – As an important component of a prevention-focused EAP, these seminars cover various issues, and can complement your existing Shepell-fgi EAP services.
- 2 **WORKSHOPS** – These programs are delivered by adult educators and are based on learning principles such as workplace violence prevention, stress, trauma and change.
- 3 **ORGANIZATIONAL CONSULTING** – Working with leaders in your company to assess, fact-find and analyze organizational team or work site function (or dysfunction), consultants recommend interventions to resolve the core issues that are at the root of performance declines or conflict in the workplace.
- 4 **EXECUTIVE COACHING** – This one-on-one behaviour change program is designed for professionals, senior managers or other key personnel who are experiencing communication or behaviour challenges that cause them to be less effective in the workplace.
- 5 **WORKPLACE MEDIATION** – Professional, ADR certified mediators conduct one-on-one fact finding and mediation services in cases of workplace conflict. Based on an initial assessment, mediators determine if mediation is the best course of action and work with both parties to identify the source of the conflict and to gain agreement for the action required to resolve the issue.

After gaining a thorough understanding of your current situation, challenges and objectives, we will offer a set of recommendations that may combine different Shepell-fgi services to create a truly strategic and holistic approach to overall employee and organizational health management within your organization.

Did you know that Shepell-fgi can also offer you:

- Programs that focus on claims avoidance
- Disability management and attendance support strategies
- Consultations on occupational health risks
- Services for employees working or located internationally



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About Shepell-fgi's EAP Wellness Seminars

Shepell-fgi is delighted to provide an extensive and evolving range of wellness seminars that can complement your EAP service.

Our wellness seminars focus on behavioural change through increased awareness about topics that have implications on the personal, emotional and physical well-being of employees. Your people have the opportunity to take away new perspectives and skills to use in their day-to-day lives.

The seminars also highlight the nature and availability of EAP services to employees generally and as they relate to the topic being discussed. By attending these seminars, some employees may privately recognize their need for and the value of the wide range of professional assistance the EAP offers.

Recognizing that time is a limited resource, we have designed our seminars to be perfectly suited for a "Lunch 'n Learn" format. The seminars are designed to be one hour in length and can be scheduled at times that are suitable for your employee groups.

1

Living Well with Stress

Overview:

Workplace stress can be triggered from many sources, including feeling that there is too much to do with not enough time, worrying about being laid off or dealing with a difficult co-worker. When combined with pressures and responsibilities outside of work, it is no wonder that people experience high levels of stress both at work and at home. Some stressful events are commonly experienced across a large group; others are unique to individuals. Stress experienced in any area can impact the many facets of an individual's life.

Left unaddressed, stress adds to absenteeism and has the potential to turn into a major mental or physical health concern. With a large portion of the population experiencing stress at any given time, it is essential to learn how to manage it effectively for increased health, well-being and workplace productivity.

LEARNING OBJECTIVES:

- Define stress and the fight/flight response
- Identify personal stressors and symptoms
- Develop strategies to increase personal resiliency

2

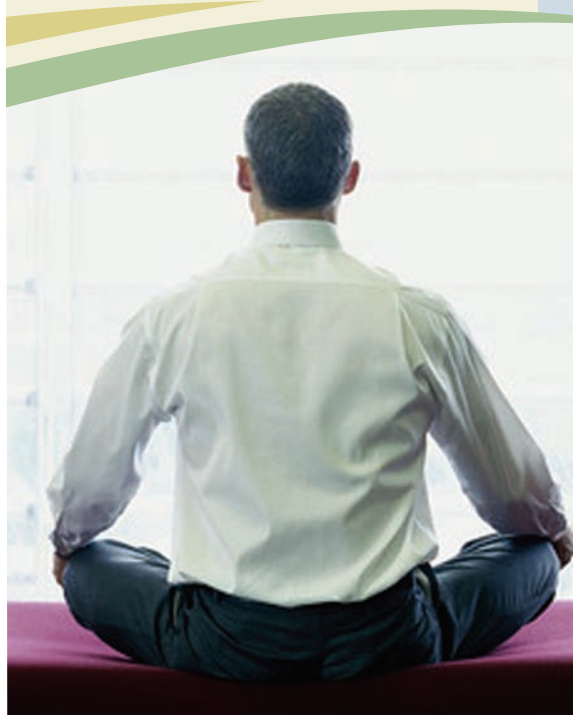
Boosting your Positive Outlook

Overview:

Consistently focusing on the negative side of an issue can greatly contribute to stress. When thinking this way, physical changes take place in the body's chemistry increasing stress levels and affecting performance and well-being. This session equips participants with tools for understanding the ways in which this seemingly automatic negative thinking occurs, recognizing its typical manifestations and developing a process for tackling these thoughts effectively.

LEARNING OBJECTIVES:

- Define the "Stress Whirlpool"
- Understand how negative thoughts work and their impact on your body
- Develop a strategy for combating negative thoughts and increasing your positive outlook



3

Stress Relaxation Techniques

Overview:

Our minds and bodies need rest and recovery breaks to allow us to relax and to reduce the effects of stress. While everyone has days that are more hectic and unfocused, consistently feeling “stressed out,” rushed and constantly on the go can have a detrimental impact on a person, increasing the risk of experiencing a serious physical concern, such as heart disease or stroke. One of the best ways for an individual to care for him/herself is to make time to calm down and reduce stress, using relaxation techniques both proactively and reactively.

LEARNING OBJECTIVES:

- Understand what the “Stress Response” is and how it works
- Learn and practice techniques to reduce stress such as:
 - ▶ Deep breathing
 - ▶ “Freeze Frame” technique
 - ▶ Guided visualization
 - ▶ Progressive muscle relaxation

4

Getting Restful Sleep

Overview:

Sleep is critical for maximum productivity. It increases our ability to concentrate and focus, allows us to approach challenges with a more positive attitude and can have positive effects on our memory and health. Participants will learn about circadian rhythms and the impact disrupting these key biological processes can have on one’s day-to-day activities and work. This seminar will also describe sleep’s vital role in maintaining health along with valuable and practical tips and strategies that participants can apply to get quality, restful sleep and stay alert.

LEARNING OBJECTIVES:

- Recognize the value of restful sleep
- Learn about circadian rhythms
- Develop strategies to improve sleep quality
- Apply tips to improve alertness

5

Creating Balance in your Life

Overview:

In today’s environment of competing demands, relentless commitments and a consistent feeling of time shortage, balance often does not come easily or naturally. A conscious effort, deep commitment and clear priorities are required to create and protect one’s sense of balance.

LEARNING OBJECTIVES:

- Understand what balance means
- Recognize what each individual can and cannot control
- Learn how to identify priorities
- Develop strategies to achieve greater balance in life



6

Making Time Work for you

Overview:

Most of us are often under some pressure to produce expected results. Frequently, it may feel as though the day is not long enough for an individual to be able to meet all his/her commitments and deadlines. Participants will learn that an individual cannot control time but rather only oneself. Understanding and applying the principles of personal management around time can mean the difference between an overwhelming day and a productive and satisfying one.

LEARNING OBJECTIVES:

- Understand prioritization
- Develop an effective "To-Do" list based on priorities
- Discuss techniques for managing interruptions and overcoming procrastination

7

Working Mobile

Overview:

Advances in technology have redefined our idea of the "workplace." Today, people are not only working from their home office but also on planes and trains, in hotel rooms and client offices and even at the corner coffee shop. While individuals now have greater flexibility around when, where and how they can work, this increased availability also produces unique issues that must be addressed. This seminar focuses on recent workplace trends and discusses the benefits and challenges of working remotely.

LEARNING OBJECTIVES:

- Learn how to set boundaries between work and personal life
- Understand how to manage oneself when working remotely
- Recognize the need for human contact
- Develop strategies for the effective management of communication, virtual teaming and networking

8

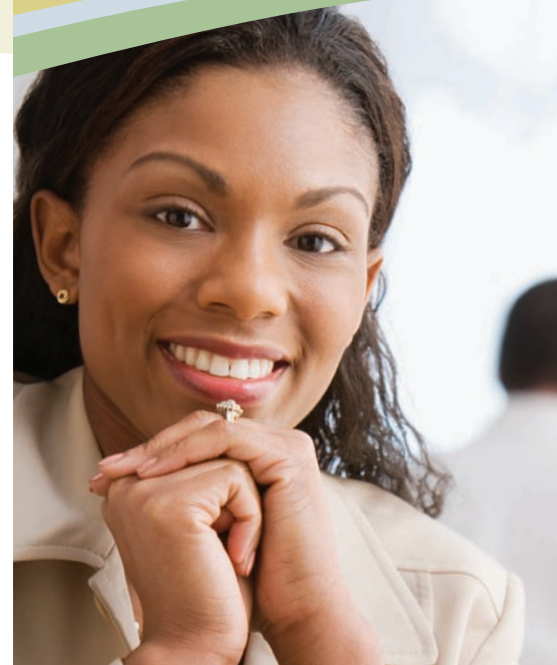
Living Well with Shift Work

Overview:

Research shows that 80% of all shift workers live with concerns or challenges in one or more of the following areas: dealing with chronic fatigue; maintaining a well-balanced, healthy diet; and coping with the stress that results from fluctuating work hours that isolate shift workers from the rest of the "day" world. This informative seminar provides shift work employees with successful strategies and practical resources for living well with a shift work schedule.

LEARNING OBJECTIVES:

- Share the experiences of shift workers
- Recognize the stressors experienced as a result of working shifts
- Identify and share tips & techniques used to improve sleep, health, alertness and relationships



9

Healthy Tips for Commuting and Business Travel

Overview:

Are many of your employees on the road or traveling for business more than they are in the office? Travel may be taking a toll on them, and they may not even realize it. Frequently being away from home and the base office can make it difficult to maintain a healthy diet and regular exercise routine. This session will provide valuable tips to employees to maintain their health while commuting or during business travel and to make the most of their travel time.

LEARNING OBJECTIVES:

- Learn safe posture and movements
- Explore ways to deal effectively with jet lag
- Develop healthy eating habits to manage energy



10

Employee Energizer

Overview:

Employees often suffer from neck and shoulder stiffness, lower back tightness and leg fatigue. One's physical environment and daily habits stress the skeletal and muscular systems, creating imbalances and loss of strength. Identifying and reducing repetitive movements and unsafe or unstable body postures and heightening their awareness of their body signals will allow employees to improve posture and spinal alignment while reducing the risks of repetitive strain.

LEARNING OBJECTIVES:

- Create new body awareness
- Learn about the benefits of proper posture
- Practice and apply valuable strengthening and stretching techniques

11

Effective Communication at Work

Overview:

In order to communicate effectively, individuals have to master the techniques of effective listening and self-expression. These skills involve verbal and non-verbal behaviours as well as the ability to speak with persuasion and confidence. This seminar looks at both of these essential sides of the communication equation. It addresses key communication elements such as listening actively and presenting messages in a way that is more compatible with the receiver's style.

LEARNING OBJECTIVES:

- Understand the 3 major communication styles
- Develop techniques to communicate assertively
- Learn how to speak to W.I.N.
- Recognize the barriers that can get in the way of listening
- Discover how to listen for the underlying message

12

Adding Humour to your Life

Overview:

Injecting humour both at work and in one's personal life is just what the doctor ordered. Laughing does not just feel good, it also has a positive effect on one's health by helping to relieve stress, tension and anxiety and by increasing the heart rate and blood circulation. Humour also offers far-reaching psychological benefits, as finding the lighter side in a difficult situation can instantly dispel negativity and better enable people to overcome challenging problems and conflicts. This seminar highlights the benefits of adding humour into one's life and discusses appropriate ways of incorporating it in the workplace.

LEARNING OBJECTIVES:

- Understand one's own sense of humour
- Recognize the physical and psychological benefits of humour
- Develop techniques for communicating with humour professionally
- Learn some important ways to use humour at work

13

The Art of Managing Conflict (Basic)

Overview:

Conflict is a common part of life, a natural result of people having different points of view, values and beliefs. Left unaddressed workplace conflict can lead to increased absenteeism and reduced productivity. When well managed, conflict can enhance relationships, deepen one's understanding of oneself and others and stimulate change and growth. This seminar will provide a framework for assessing the types of conflict people typically experience in the workplace and will propose strategies for their resolution.

LEARNING OBJECTIVES:

- Recognize the nature and impact of conflict
- Learn about the effects of unresolved conflict
- Examine typical reactions to conflict
- Acquire some practical strategies for resolving conflict

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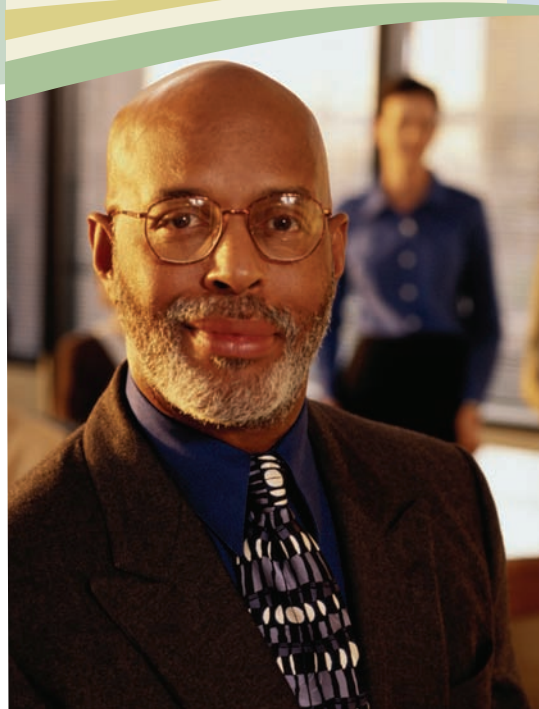
Conflict Resolution in the Workplace (Advanced)

Overview:

Conflict is difficult to avoid even when people try to do so. In the workplace, unresolved conflict has a negative impact on people, teamwork, departments and entire organizations – or, in other words, on productivity and morale. The approach people take to conflict determines whether it will create stress or will provide opportunities for growth. This seminar examines various types of conflict and provides an effective model for resolving conflict at work. It is especially appropriate when people leaders identify rising tensions which can lead to conflict.

LEARNING OBJECTIVES:

- Look at the nature of conflict, including its causes and effects
- Explore different conflict management styles and understand when each one is most effective
- Discuss ways to resolve conflicts through negotiation



15

Building Bridges – Collaboration at Work

Overview:

While teamwork can sometimes be spontaneous, it is often a highly challenging day-to-day requirement. When collaboration and joint effort occur, people feel positive, productive and willing to face any challenge. Behaving in a collaborative manner and fostering cooperation in others is a skill. This session builds on the notion that cooperation and “building bridges” can be learned and practiced. It examines key dimensions of teamwork and provides opportunities to practice collaboration-building techniques.

LEARNING OBJECTIVES:

- Understand emotional reactions and what their underlying causes may be
- Define the term “bridge” in a teamwork context
- Discuss human motivators and ways to address them for increased collaboration
- Identify relationship-building strategies

16

Dealing with Difficult People

Overview:

Workplaces can breed high achievement and effective teamwork. They can also be places where employees become regularly frustrated or annoyed with coworkers, be they bullies, people-pleasers, whiners and/or gossips. Developing techniques to address these challenging issues can greatly contribute to increased employee morale and job satisfaction. This seminar looks at the distinction between difficult behaviour and difficult people and provides strategies for responding effectively to challenging situations with a focus on assertive communication

LEARNING OBJECTIVES:

- Define the term “difficult person”
- Discuss common types of difficult people
- Gain an understanding of peoples’ motivations and needs
- Discover tips for dealing with difficult people
- Recognize areas for personal development



17

Creating a Great Family Life

Overview:

Decades ago, the definition of family seemed to fit into a neat “box”; there was Mom, Dad, the kids and the extended family. This traditional definition is no longer sufficient to describe this social institution, as the definition of a “family” is significantly broader today than it has been historically. This seminar will explore today’s family life, which can often seem complicated and challenged by circumstances such as divorce, a feeling of lack of time, poor communication and competition from electronic gadgets. Participants will have the opportunity to see that, despite these issues, it is possible to build a great family life.

LEARNING OBJECTIVES:

- Define the make-up of “today’s family”
- Understand the challenges families may face
- Discuss techniques for making time for one’s family
- Discover skills to improve communication with one’s family

18

Enhancing Couple Relationships

Overview:

A loving relationship can be one of the most rewarding experiences in life. Early on, people tend to focus most of their energy and attention on their partner and the relationship. Laughter and compromise come easy, and the relationship may seem effortless. As one moves through life with a partner, however, many challenges will undoubtedly arise. Fortunately, these situations can be overcome through building a healthy relationship based on an ongoing commitment of time and effort. This seminar focuses on strategies to help individuals build and maintain a mutually satisfying relationship.

LEARNING OBJECTIVES:

- Learn to recognize common relationship challenges
- Discuss methods to improve communication and resolve conflict
- Explore ideas on enhancing romance and intimacy
- Identify strategies for building healthy relationships based on trust and commitment

19

Parenting – The Early Years (0-6)

Overview:

This seminar will provide insight into the developmental needs of toddlers and ways this stage of growth can be seen as a pleasant, playful and enjoyable time.

Participants will learn about age appropriate behaviours and emotions, routines and relationships, ways to prepare toddlers for school and tips that can be applied to create a safe environment without excessive limits and restrictions.

LEARNING OBJECTIVES:

- Understand the purpose of parenting
- Identify one's parenting style
- Discuss strategies to foster responsibility and independence
- Recognize that milestones and expectations are unique to each situation and child
- Learn to communicate effectively with young children

20

Parenting – The Tween Years (7-12)

Overview:

Parents with children in the "tween" years, ages 7-12, are faced with unique challenges, as are their children. While they are no longer babies or toddlers, they are not yet ready for the increased level of independence teenagers frequently experience. This session gives participants insight into parenting children in this age group and shares information about developmental and behavioural issues, peer group dynamics, puberty, responsibility and discipline. Participants will discuss valuable strategies designed to make this stage of your child's growth safe, satisfying and enjoyable.

LEARNING OBJECTIVES:

- Understand the developmental issues of children at this stage
- Develop strategies to cope with the challenges that arise
- Learn to communicate expectations effectively
- Identify techniques for having active conversations with the tween
- Discuss the principles of responsibility, independence, identity and morality



21

Parenting - The Teen Years

Overview:

Unlike younger children, teenagers are ready for additional independence and often try to push its limits. They are in a period of change and are beginning to search out their own identity. Having parents set boundaries while remaining understanding and supportive is a valued part of the teenager's life. This session is designed to normalize and reframe the changes that occur during the teenage (13-19) developmental period and to provide parents of teens with some suggestions on how they can best support their adolescent child transition into young adulthood.

LEARNING OBJECTIVES:

- Identify how teens have changed over the years
- Learn about the emotional and physical development and behaviour shifts that are to be expected as children transition from tweens to teens
- Discuss the ways in which the needs of the teenager differ from those of the family
- Understand how parenting styles may impact teen behaviours
- Develop strategies to maintain open lines of communication with teenagers
- Incorporate strategies to handle difficult behaviours more successfully
- Recognize warning signals of disruptive behaviour and learn techniques to address them

22

Successful Transition to Retirement

Overview:

Moving towards retirement is full of both daunting changes and new possibilities. Individuals should ask themselves, "What do I want to do with my time and energy when I am no longer working full time?" It is never too early to consider the future, and this seminar will appeal to people of all ages. Planning early allows people to set retirement goals in all areas, explore available resources and identify ways to overcome any possible obstacles to reaching their goals.

LEARNING OBJECTIVES:

- Review the five emotional stages of retirement
- Discuss how to have a successful transition into retirement
- Recognize the importance of planning as one approaches retirement. Areas of review should include understanding the roles of time, health and wellness, the environment and personal finances
- Explore how participants envision the next stage in their lives



23

Care for the Caregiver

Overview:

The role of caregiver, while often rewarding, can also take a tremendous toll on individuals both emotionally and physically. It is critical that caregivers look after themselves as well as the person in their care. This principle is particularly important for members of the "sandwich generation" who are juggling both elder and child care responsibilities. Whether participants are already caring for an aging family member or plan to take on this role in the future, this seminar provides important information for them to consider. Topics include the emotional and physical responses that often accompany caregiving and the development of healthy habits and positive coping strategies.

LEARNING OBJECTIVES:

- Understand the emotions typically experienced by caregivers and why they occur
- Discover strategies to make caregiving easier
- Acquire tools to increase the level of satisfaction associated with the caregiver role

24

Caring for the Aging

Overview:

With an aging population, elder care responsibilities are now becoming a reality for an increasing number of Canadians. This multifaceted role is quite different from any other, and many individuals find it very challenging to investigate and learn about the critical issues they will face as caregivers for older loved ones. Being an informed caregiver, however, will enhance one's decision-making ability and will increase one's likelihood of experiencing caregiving as a positive and rewarding role.

LEARNING OBJECTIVES:

- Anticipate and prepare for the care of an elderly loved one
- Learn about the changes that occur as one ages
- Understand how to adapt a home to meet the evolving needs of the senior
- Discover community resources

25

Understanding Loss and Moving Beyond

Overview:

This session examines the process of grieving a loss and provides practical strategies for living through and beyond the various types of losses that people experience in their lives. Participants will gain insight into effective and proactive healing and rebuilding strategies and will learn how to work through the changes caused by loss in order to move forward.

LEARNING OBJECTIVES:

- Recognize that one's attitude about loss and survival are important starting points in managing personal emotional health
- Develop proactive healing strategies
- Learn techniques to address the change caused by loss
- Identify steps to help one move forward

26

Setting and Achieving your Goals

Overview:

The majority of people know that setting goals can have a positive impact on achieving their desires in life, but relatively few people actually prepare their own objectives. Whether they feel they do not have the time, the skills or the resources, many individuals are hesitant to develop their goals and commit to their achievement. This seminar addresses the common challenges that people face as they begin to focus on their positive future. It discusses proven strategies to design goals, evaluate their completeness and implement a plan to achieve them.

LEARNING OBJECTIVES:

- Understand the benefits of setting goals
- Learn how to set goals
- Use the S.M.A.R.T. formula to design personal goals
- Explore effective strategies to achieve one's personal goals



27

Welcoming Change into your Life

Overview:

Change is a natural part of life. While some changes can affect the very structure of one's life, other changes may have subtle impacts on day-to-day activities. Sometimes people are aware that a change is imminent but are uncertain about the different areas it will involve and how it will affect their lives. These situations can create ambiguity, worry or a sense of loss and sadness. This seminar addresses the emotional reaction that people experience when confronted with change, taking into account their own personalities and strengths, and provides coping skills to enable individuals to manage change more effectively.

LEARNING OBJECTIVES:

- Understand the four different types of change
- Discuss the three stages of change
- Identify one's own change "personality"
- Develop strategies for managing change effectively
- Acquire skills to look at change in a more positive manner

28

Understanding Depressive Illness

Overview:

Individuals suffering from depression often feel distant from friends and loved ones and can find it difficult to perform to their maximum productivity in the workplace. They can often have high rates of absenteeism or be unfocused. In fact, depression is a leading factor contributing to disability claims. This situation is exacerbated by the stigma that still exists around depression and the reluctance to discuss it openly at home or at work. The facilitator will encourage participants to shatter popular myths and misconceptions about depression and to increase their understanding of the causes, triggers and symptoms of depressive illness. The seminar will also explore ways in which depression can be successfully treated.

LEARNING OBJECTIVES:

- Acquire a better understanding of the impact of depressive illness on those individuals directly affected by it
- Discuss how most cases of depression can be effectively treated
- Develop strategies to help someone – family member, friend, colleague or even oneself – who is suffering from a depressive illness
- Overcome pre-existing myths and misconceptions around depression

29

Smoking Cessation/ Time to Quit

Overview:

Many people have either tried to quit smoking or know someone who has. Individuals trying to break this harmful habit are often plagued by doubts and thoughts such as "I've smoked for such a long time that it won't do me any good to stop now anyway" or "It's something that I do for me...it's my choice, and besides it doesn't hurt anyone else." This seminar assists participants in looking at themselves and their reasons for smoking while also exploring some of the myths and realities around this harmful habit. The seminar provides guidelines, options and, most importantly, hope to those individuals who would like to quit but have not yet been successful.

LEARNING OBJECTIVES:

- Discuss general facts about smoking
- Uncover common myths about smoking cessation
- Examine the hurdles associated with quitting smoking, and develop strategies for overcoming them
- Learn the five stages of quitting
- Develop a multifaceted approach to quitting



30

Heart Smart

Overview:

Much media attention is paid to the health of individuals nationwide. Terms such as cholesterol, saturated fats, and trans fatty acids are discussed frequently but can be confusing to members of the general public. Getting reliable information on heart health risk factors is essential in order to enable individuals to understand what they mean and how managing them can improve one's health. This seminar will discuss the meanings of these important terms and will provide some superfood selections and practical tips for living a heart healthy life.

LEARNING OBJECTIVES:

- Discuss cardiovascular risk factors
- Demystify cholesterol & understand fat issues
- Understand the recommended daily fat allowance
- Discover heart healthy superfoods
- Learn practical tips for heart healthy living

31

Eating for Energy

Overview:

People often find themselves trapped in a peak-and-valley pattern of high and low energy, fueled by coffee, sugar snacks and Sunday sleep-ins that never seem to provide them with quite enough rest. Keeping one's energy up and living at a steady pace can be made easier by selecting appropriate food choices. This seminar will discuss nutritious food choices that can increase your energy and reduce the mid-afternoon drowsiness many people feel.

LEARNING OBJECTIVES:

- Discover which food choices can increase your energy throughout the day
- Discuss tips to maintain a stable energy level
- Learn which superfoods can increase your energy

32

Eat Well, Live Well, for a Lifetime

Overview:

It is widely known that healthy eating can make a positive difference in one's health. With results of new scientific studies constantly being released and conflicting with each other, knowing which foods to consume and in what quantities can be quite a challenge. This seminar will discuss dietary risks and will explore how a healthy diet can be one of an individual's best defenses against cancer. In addition, discover some anticancer superfoods that can help reduce your chances of developing this disease.

LEARNING OBJECTIVES:

- Receive healthy living recommendations for cancer prevention
- Discuss the connection between risk factors and diet
- Acquire dietary tips for taking action to reduce one's risks
- Learn about the anticancer superfoods



Ergonomics

Overview:

Musculoskeletal issues are cited as a top three cause of disability claims. Employees are increasingly becoming affected by injuries associated with repetitive strain. Employees are all greatly affected by daily routines, actions and the environment. Participants will learn about the link between body mechanics and ergonomics and will uncover the benefits of increased body awareness and attention paid to caring for their physical selves. They will also become aware of how one's physical environment and habits stress the skeletal and muscular systems, often creating imbalance, loss of strength and pain.

LEARNING OBJECTIVES:

- Increase body awareness
- Discuss the meaning of and link between body mechanics and ergonomics
- Learn simple tips for healthy workstation and work routines
- Discover simple exercises to stay strong and limber at work



How to Schedule and Organize Wellness Seminars

Timelines

We require a **minimum** of four weeks advance notice to allow for the proper organization of seminar facilitators and seminar materials. This advanced notice should be provided to your Shepell-fgi Account Manager.

Room and Equipment

PowerPoint presentations are central to the delivery of most seminar material, along with handouts and interactive exercises and discussion. All seminars require an in-focus machine and computer/laptop or an overhead projector with screen, and a room that will accommodate the participants and equipment.

Participants

For adult learning, the best retention occurs where there is opportunity for good interaction amongst participants. The minimum number of participants for any session is 10. Sessions can accommodate a maximum of 30 participants. Pre-registration is recommended to determine the number of participants.

For large group requests (i.e. groups over 30 participants), please consult with your Shepell-fgi Account Manager to discuss particulars and session fees. These sessions require special organization, customization and potentially a specialist facilitator.

Preparing

The seminar descriptions provided in this catalogue may be used to announce and promote the seminars. To create interest for your staff, you may want to publish a notice in your internal newsletter, display posters around your office or have managers personally notify their staff.

Materials and Handouts

Once a wellness seminar is confirmed, you will be sent a PDF file of the handout materials and evaluation forms. We would ask you to ensure that copies of these materials are made for all the session participants.

The contents of all materials and handouts remain the intellectual property of Shepell-fgi. Further duplication or publication of these materials requires written authorization from Shepell-fgi. Inquiries can be sent to wellnessrequests@shepellfgi.com

At the Seminar

We recommend that a representative from your company be present to briefly introduce the seminar and leader.

Seminar Evaluations

We can administer and collect evaluations at the end of the session, at which time a photocopy can be made for you.

Should you require an evaluation summary of the seminar, we ask that you make this request when you book the seminar.

Special Fees

The company may be charged an additional fee for sessions that are delivered outside regular business hours (Monday to Friday, 8:00 a.m.-6:00 p.m.) or on statutory holidays. Please contact your Shepell-fgi Account Manager for further information.

Cancellation/Rescheduling Policy

We understand that circumstances can arise where it may be necessary to cancel a scheduled seminar. In the event that a scheduled session is cancelled within 48 hours notice of the seminar delivery date, the full service fee and any other fees that Shepell-fgi is obligated to pay the educator will be charged to the company.

In the event that a request is received to postpone a scheduled session within 48 hours of the seminar delivery date, a fee of \$100.00 for each scheduled seminar, plus associated expenses, will be charged to the company.

Shepell·fgi, the leading provider of prevention-focused Employee Assistance Programs, offers an enhanced choice of services that address physical, mental and social health issues.

We'll help you identify the factors and health risks that contribute to your organization's rising benefits costs and work with you to create lasting behavioural change leading to a healthier working environment.

You'll have access to expanded health management products and prevention tools that promote early identification of health risks.

Shepell·fgi can help your organization maintain a healthy employee population and a healthy workplace.

Ask us about how our expanded health management products and prevention tools can meet your needs.

*Strengthening the health
of people and organizations*

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